

## VOLUNTEER RECOGNITION

Historically, America has a long and proud tradition of relying on volunteers to help other people help themselves.

Volunteers are the mainstays in your Family Readiness Groups effort to carry out its mission. Volunteers of the Family Readiness Program help expand your program – thus offering new opportunities for people of all ages and backgrounds to serve themselves and each other.

Awards are an important part of your Family Readiness Group. It is important to recognize your volunteers, coordinators, commanders and first sergeants.

The following pages are forms that are used for annual awards that are given out at our Annual Family Readiness Conference. Please take the time to peruse the information.



CONG Family Program Trophy



## Colorado National Guard Family Readiness Group Recognition Criteria

### OUTSTANDING FAMILY READINESS GROUP (FRG)

The USAA Minuteman Family Statue will be shared by one Army Guard and one Air Guard unit per year. This statue will remain on display at the selected Army Guard and Air Guard unit for six months each. The “traveling” statue will be presented to the next honorary units, as announced at the State Conference.

#### **CRITERIA:**

The FRG has been properly established including the implementation of guidelines, family goals, and written sanctioning of the Commander.

The FRG actively supports and participates in unit functions and activities, including:

- Family briefings
- Mobility / mobilization exercises
- Deployment briefings
- Review of family care / dependant care plans
- Communication of benefits

The FRG promotes family awareness, unit retention, and unit readiness through:

- Participation (attendance at meetings)
- Family sponsorship
- Newsletters
- Telephone trees
- Award ceremonies
- Social events
- Mutual support

Volunteer skills are assessed.

Volunteer hours are recorded.

Volunteer agreements are implemented.

New family members are briefed and provided welcome packets.

FRG provides timely reports to the State Family Readiness Office.

The FRG is involved in community activities.

### OUTSTANDING COMMANDER OF THE YEAR

A plaque will be awarded to one Army Guard Commander and one Air Guard Commander per year.

#### **CRITERIA:**

Provides a letter of sanction for the Unit Family Readiness Group.

Provides a letter of appointment for the UC and UV as the unit Family Readiness Group leaders.

Holds an annual Family Readiness briefing per regulation.

Insures that a family sponsorship program is in place.

Supports and encourages unit FRG representatives and others who work on unit FRG activities.

Promotes the FRG program as an ambassador.

### OUTSTANDING FAMILY DAY OF THE YEAR

A plaque will be awarded to one Army Guard and one Air Guard Unit per year.

#### **CRITERIA:**

High percentage of attendance by unit families.

Volunteers are involved in the planning and implementation of the unit family day.

Event is held annually.

Activities include all age groups.

### OUTSTANDING UNIT COORDINATOR OF THE YEAR

A plaque will be awarded to one Army Guard and one Air Guard FRG Coordinator.

#### CRITERIA:

- ◆ Provides timely information about new members to the Unit Volunteer (UV) along with changes in names, addresses, and phone numbers of families currently listed in the telephone tree.
- ◆ Assists in planning Family Readiness activities by providing the UV with information about the unit's training schedule.
- ◆ Assists with the Family Sponsorship program.
- ◆ Informs the commander of people / activities to be recognized and supported.
- ◆ Maintains a good working relationship with the Unit Volunteer.
- ◆ Submits quarterly reports to the State Family Readiness Program office for:  
Activities  
Fund-raising
- ◆ Assists with the unit Family Readiness newsletter.

### OUTSTANDING UNIT VOLUNTEER OF THE YEAR

A plaque will be awarded to one Army Guard and one Air Guard FRG Unit Volunteer.

#### CRITERIA:

- ◆ Works in partnership with the Unit Coordinator (UC) and the Commander.
- ◆ Has an established and functioning Family Readiness Group.
- ◆ Attends Family Readiness Group training.
- ◆ Is involved with the unit Family Readiness newsletter.
- ◆ Plans / implements FRG activities including:
  - ◆ Annual Briefing
  - ◆ Family Day
  - ◆ Other support group activities
- ◆ Is involved in orientation of new family member, including a "Welcome Packet."
- ◆ Assesses needs of unit's families.
- ◆ Is involved in fundraising for the FRG.
- ◆ Maintains volunteer forms / records.
- ◆ Keeps a record of meetings.

### OUTSTANDING NEWSLETTER OF THE YEAR

A plaque will be awarded to one Army Guard and one Air Guard unit.

#### CRITERIA:

Mailed directly to the Guard member's home.

Is published at least once a quarter.

Includes the following content:

- ◆ Unit activities
- ◆ Family Readiness awareness / logo
- ◆ Educational information
- ◆ Benefits
- ◆ Family Readiness
- ◆ Points of Contact (POC) – e.g., Unit Coordinator / Unit Volunteer
- ◆ Updates / changes
- ◆ Attractive, functional layout
- ◆ Easy to read
- ◆ Graphics
- ◆ Well written





COLORADO NATIONAL GUARD  
FAMILY READINESS ANNUAL AWARDS  
NOMINATION FORM  
(Please use one form per nominee)

**PLEASE SELECT AWARD:**

- ☐ Outstanding Family Readiness Group (FRG)
- ☐ Outstanding Commander of the Year
- ☐ Outstanding Family Day
- ☐ Unit Coordinator of the Year
- ☐ Unit Volunteer of the Year

**Outstanding Newsletter**

\*NOTE: The Outstanding Family Day Award and the Outstanding FRG of the Year Award is presented to both the Unit Coordinator and the Unit Volunteer as teams. Please fill in both names for either of these two awards. The Outstanding Newsletter of the Year Award will go to the Unit FRG editor.

**NOMINEE:**

\_\_\_\_\_

(Include rank if a Guard member)

**UNIT:**

\_\_\_\_\_

**NOMINATOR:**

\_\_\_\_\_

(Include rank if a Guard Member)

**I AM NOMINATING THE ABOVE-MENTIONED PERSON FOR THE FOLLOWING REASONS:** (Attach another page if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send completed form to:  
STATE OF COLORADO  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
ATTN: STATE FAMILY PROGRAM DIRECTOR  
6848 S. REVERE PARKWAY CENTENNIAL, CO 80112-6709  
FAX: 720-250-1199